

## **Tuesday, November 8, 2005 2:00-3:00PM**

### **PFS Business Meeting Minutes**

Present: Margie Ward, Tracey Powers, Joe Scime,, Bob Burton, Stephanie Porteous, Betsy McDaniel, Sharon Herron, Leila Callejas, Rebeca Mead, Jen Rudolph, Susan Harness, Ellen Applegate, Karen Masukawa.

#### **Welcome and Announcements**

Minutes from 10/12/05 meeting were approved. The PFS Newsletter and meeting minutes will be posted on the Summit website under "News" on the left hand bar.

**President Report:** **Hayride:** 154 signed up, 210 attended to enjoy the bonfire and "smares"! A great time!

**Wish List Program:** Teachers/Parents have lists of those teachers who participated. New lists and updates will be added as we receive them. Miss Tricia and Ms Natalia Kozeva have been added. Lists are at the front desk.

**Teacher Appreciation Day:** May – Stacie Burtelson has volunteered to chair this event along with help from some 1<sup>st</sup> grade parents. Thank you Stacie! Please contact Stacie if you would like to help. Per Barb Lachel, the teachers would like a luncheon in the school, possibly the art room where there are already tables (on a day Ms. Prena has no classes).

**"Family Hour" at CHEESEBURGER in PARADISE:** Put this on your calendars! Friday, December 9<sup>th</sup> at 3:30, children welcome, (ok "almost paradise")...pre-set menus available, we will pre-order and pre-pay. (A-la-carte available.) Come eat, drink and THANK them for their generous donation to Fun Fair! Go shopping afterwards! A notice will go out prior to and after Thanksgiving break.

**Movie Night:** Suggested date, January 20<sup>th</sup> at 6PM in the Gym. One cold icky night, spend it nice and warm with your Summit family and friends! Children appropriate rated –of course....FREE admission with minimal fees on pizza, popcorn and drink. Vote was passed unanimously to approve an associated cost of \$50 for a Movie License; must be obtained to legally show a movie. Please send all movie suggestions to Margie Ward. Some mentioned were: Herbie Series, Madagascar, Treasure Island, Legend of Sinbad, Swiss Family Robinson...Reminder will go out in Friday folder prior to Holiday break in December.

**Treasurer Report:** Report submitted by Stephanie Waldron; **Correction from last months minutes...** Gift Wrap profit is \$7188 and per Karen Masukawa, may come in a bit higher due to some extra orders just received. Regarding suggestion to add a Fidelity Bond to the current insurance coverage in order to provide PFS with a dishonesty bond: The dishonesty bond would be for \$10,000 and would have a \$1,000 deductible. This would cover us for cash, checks etc in case of theft. We have \$300 budgeted for insurance expense for this year. This would only add at the most \$120 to the expense of the insurance. Requesting \$120 to add to budget to cover the insurance expense. A reservation/objection was raised concerning the deductible for this insurance being \$1000; do we really need this additional insurance based on the expense for a large deductible? **This request has been tabled until further information can be obtained.**

Although the hayride was not a fundraiser we had room for some last minute riders and our proceeds exceeded our cost of the hayride by \$80.00

The student directory brought in over \$2400 in revenue. If PFS continues to print the directory we will need to earmark some of those proceeds for the printing of next years directory. We have \$1500 projected for the 2006-2007 directory in our current budget. This money was allocated this year due to next year's directory being printed in this fiscal year.

**Policy and Procedure:** A vote was passed unanimously that when entering into a contractual agreement, any officer (as long as this officer is not the event chair) and the event chairperson must both sign the contract in order for it to be legally binding and honored. Two copies will be made; one for the officers and the other for the event chair and committee.

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A concern was raised regarding receipts held and turned in for reimbursement after the fiscal year budget was closed. It was mentioned that there was already a by-law in place. After checking the by-laws there was no by-law found, therefore we shall put this topic on the agenda for the next PFS meeting in December as to how to put enforcement in place.

**Principal Report:** Joe Scime in for Barb Lachel: Volunteers needed to serve on a committee to celebrate “Summit’s 25<sup>th</sup> Anniversary” Please contact Joe Scime if interested.

**Committee Reports: Parent Teacher Education/Technology: Ellen Applegate:** Miss Teri and Miss Mindy will be attending a technology seminar on Dec 1<sup>st</sup>. The cost of the seminar will be covered by PFS, per by-laws and vote at last meeting. Traci Matysek and Tracey Powers have volunteered their time to substitute for these teachers.

**Art Auction:** Motion was unanimously passed to allocate \$200, deposit for Randall Oaks, and earmark \$1500 to cover costs for food and room. This \$1700 are total costs for Randall Oaks and intend to be covered by ticket sales to the event. Tickets to the auction will be kept to a single rate, an approximate \$20/person; this ticket rate to be decided on by committee. It was agreed that the price for staff be at “cost”. If interested in working on this committee, please see Sharon Herron or Betsy McDaniel.

**Book Fair:** Margie Ward - Currently underway!! Plan is to use Scholastic again next year. If anyone has another company we should explore, please forward information. \$155 has already come in for “One for Books”!!

**Celebration Books:** Julie Misner and Maria Schnecke – New books are being purchased for the 1<sup>st</sup> and 2<sup>nd</sup> floor Celebration Book cabinets due to the overwhelming response in the last several months.

**Student Directory:** Stephanie Porteous – extra copies are available for \$5...See Cherie at the front desk.

**Video Library:** Stacie Burtelson – Off to a great start! There is a need for budgetary support now that the committee is utilizing DVD’s and not VHS (for labels, cases, DVD’s) Dollar amount is forthcoming.

**Picture Day:** Retakes are Monday NOVEMBER 14<sup>th</sup>.

### **New Business**

**Math Counts:** Lisa Braun has requested funds to support the Math Counts Team. Last year the fee was \$80....Approved UP TO \$100 and if will exceed amount must come before PFS for vote.

### **Announcements**

**Next PFS Meeting:** December 14<sup>th</sup>, 8AM in the cafeteria. Pot luck breakfast style celebrating the Holidays with staff, parents and children! Anyone who is interested in organizing, set-up, bringing food? Let Margie Ward know. Parents at meeting volunteering are Leila Callejas, Stephanie Porteous, Rebeca Mead and Bob Burton --- Thank you!! We will still need more volunteers Please call Margie!

**Meeting Adjourned 3:00PM**

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Tracey Powers

Approved/Date